



Lourdes A. Leon Guerrero
Maga'håga

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Acting Director

Sesteman Laibirihan Pupblekon Guåhan
GUAM PUBLIC LIBRARY SYSTEM
Government of Guam



NIEVES M. FLORES MEMORIAL LIBRARY
APPLICATION FOR USE OF MEETING ROOMS

(Please check(✓) requested room below)

☐ **Board Conference Room**

☐ **Study Room**

The Meeting Room(s) of the Nieves M. Flores Memorial Library is available for meetings of area cultural, civil and education organizations. The room is not available for social gatherings, religious services or commercial purposes. Library sponsored meetings will have priority in scheduling.

Permission to use the meeting room(s), if granted is strictly governed by the conditions and limitations which appear upon the second page of this application.

NAME OF ORGANIZATION: _____

DATE(S) OF MEETING(S): _____

TIME MEETING WILL CONVENE: _____ **WILL ADJOURN:** _____

PURPOSE OF MEETING: _____

PROBABLE NUMBER TO ATTEND: _____

CONTACT PERSON:

NAME: _____

ADDRESS: _____

TEL. NO: _____

SIGNATURE OF APPLICANT

***Please return completed form via fax to (671) 477-9777
or via e-mail at gpls@gpls.guam.gov***



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GOVERNMENT OF GUAM

USE OF THE GPLS MEETING ROOM(S)

The meeting room(s) is available for use by civic organization, cultural and educational organizations. The room(s) is not available for social gathering, religious services or commercial purposes.

Groups desiring to use the meeting room(s) must check with the Administrative Support Unit for scheduling.

The meeting room(s) may be used free of charge, only during hours the library is open from Monday through Thursday (9:15 a.m. - 4:30 p.m.) and Saturday (9:00 a.m. - 4:00 p.m.).

Requests to use the meeting room(s) must be made 24 hours prior to the function date.

Conditions and Limitations

1. Nieves M. Flores Memorial Library assumes and shall bear **no responsibility** whatsoever for personal injury to any member, affiliated person, guest, invitee or licensee of the using organization, or for loss of, or injury or damage to any property of the using organization, its members, affiliated persons, guests, invitees or licensees.
2. The using organization and its individual members, jointly and severally, assume and shall bear full responsibility for loss of, or injury or damage to, any property of the Nieves M. Flores Memorial Library, as shall be caused or inflicted by the using organization, its members, affiliated persons, guests, invitees or licensees.
3. The using organization shall leave the meeting room and facilities in clean and orderly condition.
4. Smoking is not permitted.
5. Meeting room doors must **NOT** be locked at any time while in use.

No tacks, nails or cellophane tape are to be placed in or on doors, walls or furniture.